

Tippecanoe County Sheriff's Department
2640 Duncan Road
Lafayette, IN 47904-1076

To: All Applicants applying for Handgun Licenses **(for Tippecanoe County residents only.)**

Re: Department Procedure for above

Pursuant to Indiana State Statute regarding the issuance of firearm licenses, this Department has certain statutory obligations which it must meet. This checklist is offered to you in an effort to answer some of the questions that we are routinely asked by persons seeking these licenses.

1. This application is carboned between copies. Please use ink and press hard enough so all copies can be read. **All questions must be answered. PLEASE PRINT LEGIBLY.**
2. The **ORI** number for Tippecanoe County is as follows: **IN0790000.**
3. All applications, including renewals, must be signed and notarized. We can notarize for a \$2.00 fee.
4. **All criminal arrests must be admitted, regardless of disposition of charges,** including Driving Under the Influence, Reckless Driving and Driving While Suspended.
5. Applications for permits may be picked up at the Sheriff's Office Monday thru Friday, from 8:00 a.m. to 4:30 p.m.
6. Completed applications **must be returned to our office by the applicant** during business hours before 4:15 pm. **Do not mail application to the State Police.**
7. All completed applications for a "Personal Protection" permit must be accompanied by cashier's check or money order in the amount of \$15.00 made payable to the State of Indiana, or a \$5.00 cashier's check or money order made payable to the State of Indiana for a "Hunting &/or Target" license. Cash will not be accepted.
8. A processing fee of \$10.00 is required to the Tippecanoe County Sheriff by law. This may be paid by cash or check. **Please have correct change! Thank you.**
9. **You** need to supply the postage stamp(s) for the envelope. It requires at least .60 cents in postage. The completed application and envelope will not be accepted without postage stamp(s).
10. Handgun licenses are valid for a four (4) year period.
11. No local fees will be refunded on any application until final disposition of the license is determined by the State Police. If the State Police concur with the local recommendation of denial, then the applicant must apply for a refund of local fees thru the Auditor's Office, County Building, 20 N. 3rd Street.
12. Any questions regarding Handgun Licenses after you have received your applicant copy in the mail, should be directed to the Firearm Licensing Section, Indiana State Police, Indiana State Office Building, 100 North Senate Avenue, Indianapolis, Indiana 46204, or by telephoning (317) 232-8264. This should not be done until 60 days have expired.

*******Checklist:**

_____ **Application filled out completely and legibly**
_____ **You have postage stamp(s) on envelope. (at least .60 cents)**
_____ **\$15.00 cashier's check or money order made payable to the State of Indiana**
_____ **\$10.00 processing fee – cash or check accepted (PLEASE have correct change!)**
_____ **Must be notarized or we notarize for a \$2.00 fee (PLEASE have correct change!)**
_____ **Thank you.**